

**VACANCY ANNOUNCEMENT**  
**2010 Census**  
**U.S. DEPARTMENT OF COMMERCE**  
**Bureau of the Census**  
**Detroit Regional Census Center**

<b>OPENING DATE:</b>	12/14/2009	<b>ANNOUNCEMENT NO.</b>	DET-24-9-195
<b>CLOSING DATE:</b>	12/18/2009	<b>DUTY LOCATION:</b>	Michigan

**POSITION TITLE:**

Census Coverage Measurement (CCM) Team Supervisor

**GRADE AND SALARY RANGE:**

GG-0301-07 (\$41,364-\$53,775 steps 01-10) GG-0301-11 (\$61,217-\$79,576 steps 01-10)

GG-0301-09 (\$50,597-\$65,776 steps 01-10) GG-0301-12 (\$73,374-\$95,381 steps 01-10)

Applicants new to federal service will be appointed to the grade qualified at the step 01 level.

**PROMOTION POTENTIAL:**

GG-12

**NUMBER OF VACANCIES:**

One (1)

**EXCEPTED SERVICE APPOINTMENT:**

This position will be filled as a temporary promotion Not-to-Exceed (NTE) **09/25/2010** for current competitive Census Bureau employees on a permanent or term appointment who apply to this position. This position will be filled as a Temporary Appointment NTE **09/25/2010** with a possible extension for all other applicants (this includes current Schedule A excepted service employees with status). Please review the "Benefits" and "Other Information" sections carefully for information about Temporary Appointments. Extensions beyond 09/25/2010 will be determined based on continuing work needs. If a Bureau of the Census employee on a time limited (Term or Temporary) appointment is selected for this position, the current NTE date will not change.

**AREA OF CONSIDERATION:**

**All US Citizens living within the Detroit Region.**

**WORK SCHEDULE:** This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.

**WHO MAY APPLY:** Those listed in the area of consideration (**see above**).

**DUTIES:** **CCM Team Supervisor**

Incumbent works for Census Coverage Measurement (CCM). Incumbent has responsibility for assisting the Assistant Regional Census Manager (ARCM) in the planning of an effective, timely, and cost efficient implementation of the field data collection for the CCM program. CCM is a series of data collection, processing, and estimation activities to measure the accuracy of the census. The various field operations which are under the direction of the incumbent of the position will provide: 1) an accurate inventory of census-day dwellings in a large national sample of blocks; 2) a comprehensive and independent re-enumeration of residents of these dwellings, profiling both census-day residents as well as in-and-out movers; and 3) information to evaluate the effectiveness of the CCM data collection process. The incumbent of this position is responsible for the management of field, office, quality assurance, and or evaluation operations for up to 150 temporary field employees for the enumeration of up to 10,000 housing units. Provides supervision, guidance, and technical direction to CCM supervisory staff, regional technicians in their liaison activities, and CCM office support staff; ensures that CCM operations are completed on time, within budget, and within data quality standards. Provides direct supervision of 10 to 20 employees who serve as field managers and technical staff support over a large field and office workforce.

## **QUALIFICATIONS:**

Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience or education indicated below or a combination of both.

1. **Specialized experience is defined as:** experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.
2. **Evaluation Criteria:** Applicants must provide information demonstrating they have the knowledge and experience listed in the Evaluation Criteria. This information must be addressed in the statements for Evaluation Criteria listed below and **returned with your application packet.** (See attached sheet with the Evaluation Criteria questions.)

***You may qualify for a position based on your education only, experience only, or a combination of both – as indicated below.***

If you are using education to qualify for a position you **must** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours earned. Applicants selected for the position will be required to supply original transcripts.

**GG-0301-07:** Applicants must have the experience or education indicated below or a combination.

### *Experience*

**Applicants must have one year of specialized experience equivalent to the grade 05 level in the federal service.** This specialized experience includes: experience in assisting with providing day-to-day guidance for a statistical survey (i.e., data collection, data processing, data analysis, data presentation) or geographic operation (i.e., such as map scales, symbols, or geographic codes used in cartographic output and mapping applications), or analyzing demographic characteristics; **OR** experience assisting a senior specialist in at least two of the following: (1) interviewing for technical or support positions; (2) recommending candidates for appointment, promotion, or assignment; (3) providing advice or instructions to employees on work assignments; (4) preparing schedules for completion of work; (5) tracking progress and quality of work; (6) and preparing preliminary draft of comprehensive reports; or (7) analyzing factual data, recognizing significant factors.

### *Education*

Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided: (1) ability to plan, organize, and supervise a survey or data collection operation; and (2) ability to recruit, interview, select, train, and evaluate personnel; and (3) ability to analyze performance, progress, and cost reports for an operation. Applicants selected for the position will be required to supply original transcripts.

**GG-0301-09:** Applicants must have the experience or education indicated below or a combination.

### *Experience*

**Applicants must have one year of specialized experience equivalent to the grade 07 level in the federal service.** This specialized experience includes: experience in providing day-to-day guidance and establishing work priorities for a statistical survey (i.e., data collection, data processing, data analysis, data presentation) or geographic operation (i.e., such as map scales, symbols, or geographic codes used in cartographic output and mapping applications), or analyzing demographic characteristics; **AND** at least one of the following: **(1)** experience conducting interviews for administrative, technical or support positions, recommending candidates for appointment, promotion, or assignment, and providing advice, counsel, or instructions to employees on both work and administrative matters, and assigning work to subordinates based on priorities, planning the work to be accomplished, set and adjust short-term priorities, prepare schedules for completion of work, evaluate work performance of subordinates and track progress and quality of work, and preparing or directing the preparation of cost reports **OR (2)** experience assigning and reviewing the work of others responsible for collecting, organizing, analyzing, and interpreting specialized data from restricted sources and experience in analyzing factual data, recognizing significant factors, relationships, and trends to prepare preliminary draft of comprehensive reports.

### *Education*

Two full years of graduate education or master's degree directly related to the position that provided: (1) ability to plan, organize, and supervise a survey or data collection operation; and (2) ability to recruit, interview, select, train, and evaluate personnel; and (3) ability to analyze performance, progress, and cost reports for an operation. Applicants selected for the position will be required to supply original transcripts.

**GG-0301-11:** Applicants must have the experience or education indicated below or a combination.

*Experience*

**Applicants must have one year of specialized experience equivalent to the grade 09 level in the federal service.** This specialized experience includes: **(1)** experience in assigning and reviewing the work of others responsible for map scales, symbols, geographic codes, or collecting, organizing, analyzing, and interpreting specialized data from restricted sources, or analyzing demographic characteristics or factual data, recognizing significant factors, relationships, and trends to prepare preliminary draft of comprehensive reports; **(2)** experience interviewing and selecting candidates for administrative, technical, or support positions, designing work assignments based on employee's abilities, evaluating performance; **and (3)** experience providing guidance to employees for successful job performance; and reviewing progress reports pinpointing errors or problems and taking corrective action and evaluating work performance of subordinates.

*Education*

Three full years of graduate education or a Ph.D., directly related to the position that provided; (1) ability to plan, organize, and supervise a survey or data collection operation; and (2) ability to recruit, interview, select, train, and evaluate personnel; and (3) ability to analyze performance, progress, and cost reports for an operation. Applicants selected for the position will be required to supply original transcripts.

**GG-0301-12:** Applicants must have the experience indicated below.

*Experience*

**Applicants must have one year of specialized experience equivalent to the grade 11 level in the federal service.** This specialized experience includes: **(1)** experience planning survey or data collection, demographic, or geographic mapping work to be accomplished by subordinates, setting and adjusting short-term priorities, preparing schedules for the completion of work and assigning work to subordinates based on priorities, difficulty of assignments and the capabilities of employees; **(2)** experience making or approving selected candidates for appointment, promotion, or assignment, serves as the reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors or managers, and assures equity of performance standards and rating techniques developed by subordinate supervisory or managers to assure equity in the assessment of employees work; **and (3)** experience evaluating progress and cost reports and to find and implement ways to eliminate or reduce significant bottlenecks and barriers to production to improve operations and reduce costs.

*Education*

No substitution of education for experience is permitted.

**HOW TO APPLY:** Each applicant must submit:

**Step One:** The application; the following formats may be used:

- a. **Optional Application for Federal Employment (OF-612)**, (this form can be found on our website at <http://www.census.gov/rodet/www/2010employ.html>) **or**
- b. A **resume** for this position, listing your work duties and accomplishments relating to the job for which you are applying, **or**
- c. An Application for Federal Employment (SF-171) – this form is obsolete but may be used

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. **This information must be listed in your application packet. Failure to provide this information may result in loss of consideration.**

- Recruiting Bulletin Announcement number (i.e. DET-24-9-XXX), title (i.e. CCM Team Supervisor), and lowest grade acceptable (i.e. GG-0301-09) (do not mail a copy of the vacancy announcement as proof for the position you are applying). If you are applying for multiple grades (i.e. 07, 09, 11, 12) you will need to submit a complete application packet for each grade
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- Social Security number
- Country of citizenship (this Federal job requires U.S. citizenship)
- Veterans' Preference – Applicants claiming 10-point veterans' preference **must** submit an [SF15, Application for 10-Point Veterans' Preference](#), with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received). Applicants claiming 5-point veterans' preference

must submit a DD-214 to receive preference (Member Copy – 4, if applicable). The DD-214 must show the type of discharge (i.e. Honorable/General)

- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements and type of degree received. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university
- To qualify based on education submit a copy of your college transcript along with your application
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer
- Job-related training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), honors and awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.)
- Use of any Government agency envelopes to file job applications is a violation of federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted
- Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations before submitting their application by calling 313.396.5200

**Step Two:** Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. To be considered, applicants must submit a separate individual statement addressing each **Evaluation Criteria** statement. **These questions must be completed and submitted along with the application.** (See attached sheet with the Evaluation Criteria questions.)

**Step Three:** Complete an [OF-306, Declaration of Federal Employment](http://www.census.gov/rodet/www/2010emply.html) (this form can be found on our website at <http://www.census.gov/rodet/www/2010emply.html>).

**If applying for multiple grades each applicant must complete and submit a separate and complete application packet for each grade level. For example, if an applicant is applying to the grades 05, 07, and 09 they would submit THREE separate and complete application packets indicating on the paperwork which grade each application is for.**

**APPLICATION DEADLINE:** Application materials must be **received by 5 pm EST on the closing date** of the recruiting bulletin at the below address. You **may not** submit paperwork to the Local Census Office; it must be received – not postmarked – by the closing date. **Applications received after this date will not be considered. Facsimile and emailed applications are not accepted.** Please do not staple your application paperwork.

Send all application information to:

**Bureau of the Census  
Detroit Regional Census Center  
300 River Place Dr., Ste. 2950  
Detroit, MI 48207  
ATTN: Human Resource Specialist**

**READ THIS ENTIRE DOCUMENT BEFORE CALLING THE AGENCY WITH QUESTIONS.** For further information on this vacancy you may contact Kim Estmond, Administrative Coordinator, at 313.396.5200.

#### **SELECTION PROCESS:**

- Once the Vacancy Announcement has closed the applicant review process will begin
- Qualified applicants will be referred to the Selecting Official(s) for consideration. Selecting Official(s) will interview the highest ranking candidates; lower ranking candidates may or may not receive an interview. Reference checks will be conducted

- If selections are made it will be within +/-90 days of the closing date of this bulletin. Applicants not selected for this position will receive notification by mail once the selection record expires

**BENEFITS:**

- Benefits include annual and sick leave and ten paid holidays
- Applicants who receive a temporary appointment will not be eligible to receive health, life, or retirement benefits. Applicants will be ineligible for within-grade increases and promotions
- Payment of relocation expenses is not authorized

**OTHER INFORMATION:**

- A temporary appointment is a nonstatus appointment for a specified period not to exceed one year and may be extended up to a maximum of one additional year

**CONDITIONS OF EMPLOYMENT:**

- This is a Mixed-Tour work schedule that may be changed from full-time, to part-time, or intermittent to accommodate fluctuating workloads
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment
- You will be required to complete a [Declaration of Federal Employment \(OF-306\)](#) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application you may not be hired, or you may be fired after you begin work, or you may be fined or jailed
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship)
- If selected, male applicants born after 12/31/59 must confirm their [selective service registration status](#). Certification forms are available at most federal agency personnel offices or from the U.S. Office of Personnel Management
- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in a federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount to the agency that paid it

**THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

**EVALUATION CRITERIA STATEMENT FOR  
CCM Team Supervisor**

Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must answer the below questions addressing each area.**

Use additional paper for longer answers.

**Applicants are required to complete the following:**

In the space below, write your experience that supports your answer. In addition to listing your experience, you must include the employer's name, the title of the position, and the dates of employment.

**\*\*RETURN WITH YOUR APPLICATION\*\***

**1. Experience planning, organizing, and supervising a decentralized workforce or office for a survey or data collection operation.**

**2. Experience recruiting, training, and evaluating a field or decentralized office operation.**

**3. Experience analyzing performance, progress, and costs reports for a decentralized workforce or office operation.**